

Wednesday, June 4, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Judicial Council Boardroom
455 Golden Gate Avenue
San Francisco, CA 94102
Phone: 415-865-7530**

**Wednesday, June 4, 2003
1:00 p.m. to 5:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

(Items Not Completed on This Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	1:00 – 1:15 p.m.	Opening Remarks	❖ None	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	1:15 – 1:45 p.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	1:45 – 2:45 p.m.	Report on the May Meetings with Court Reporter Leadership and Union Representatives	❖ Discussion Concerning the Meetings and Budget Crisis	Administrative Presiding Justice James A. Ardaiz
1	2:45 – 3:15 p.m.	Recap – Delivery, Maintenance, and Storage of the Memorialized Oral Proceedings <i>Attachment (E-mailed):</i> <ul style="list-style-type: none">• <i>Standards Decided Upon at the April Meeting</i>	❖ Recap	Ms. Sharon Maher, Facilitator

Wednesday, June 4, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
	3:15 – 3:30 p.m.	Break		
	3:30 – 5:00 p.m.	The Current and Future Delivery of Transcripts to the Courts of Appeal and Supreme Court – Panel Presentation	❖ Presentation to the Task Force with a “Question and Answer” Session	Panelists: <ul style="list-style-type: none"> • Mr. Ron D. Barrow, Clerk of the Court, Court of Appeal, First Appellate District • Ms. Valerie DeClare, Court Division Chief, Superior Court of California, County of Alameda • Mr. Willie Magsaysay, Supervising Deputy Clerk, Court of Appeal, Sixth Appellate District • Ms. Patricia Ryan, Deputy Court Executive Officer, Superior Court of California, County of Monterey • Mr. Tom Wood, Senior Research Attorney, Court of Appeal, First Appellate District
	5:00 – 5:20 p.m.	Wrap Up of the Panel Presentation	❖ Discussion Concerning the Major Issues, Concerns, & Needs Identified by the Panelists	Ms. Sharon Maher

Wednesday, June 4, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
	5:20 – 5:25 p.m.	Hotel Shuttle Information	❖ None	Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force
	5:25 - 5:30 p.m.	Other Business/Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

Thursday, June 5, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Judicial Council Boardroom
455 Golden Gate Avenue
San Francisco, CA 94102
Phone: 415-865-7530**

**Thursday, June 5, 2003
8:30 a.m. to 5:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

(Items Not Completed on this Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Discussion	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
1	9:15 – 9:25 a.m.	Draft Minutes <i>Attachments (E-mailed):</i> <ul style="list-style-type: none">• <i>Draft of March and April Meeting Minutes</i>	❖ Discussion and Approval of Draft March and April Meeting Minutes	Administrative Presiding Justice James A. Ardaiz

Thursday, June 5, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
2	9:25 – 9:45 a.m.	Web site Correspondence to the Task Force www.courtinfo.ca.gov/courtadmin/jc/advisorycommittees.htm <i>Attachments (E-mailed):</i> <ul style="list-style-type: none"> E-mail from the State Department of Finance staff, Dated 04/30/03 Response from the Court Reporters Board of California, Dated 05/22/03 	❖ Discussion of Correspondence Received	Administrative Presiding Justice James A. Ardaiz
	9:45 – 12:00 p.m.	The Current and Future Delivery of Transcripts to the Courts of Appeal and Supreme Court Break	❖ Determination of Data Elements Necessary for the Future Delivery of Transcripts for Cases on Appeal	Ms. Sharon Maher, Facilitator
	12:00 – 1:00 p.m.	Lunch		
	1:00 – 4:30 p.m.	The Current and Future Delivery of Transcripts to the Courts of Appeal and Supreme Court (Continued) Break	❖ Determination of Data Elements Necessary for the Future Delivery of Transcripts for Cases on Appeal	Ms. Sharon Maher

Thursday, June 5, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
3	4:30 – 5:25 p.m.	Reporting of the Record Task Force Interim and Final Reports <i>Excerpts from Judicial Council Committee Handbook (E-mailed):</i> <ul style="list-style-type: none">• <i>Section I: Judicial Council and Committee Roles and Structures</i>• <i>How a Proposal Becomes a Rule</i>	❖ Discussion of the Timeline for Dissemination of the Interim and Final Reports, and the Role of the Task Force Members	Administrative Presiding Justice James A. Ardaiz Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force
	5:25 – 5:30 p.m.	Hotel Shuttle Information	❖ None	Ms. Claudia Ortega
	5:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

Friday, June 6, 2003

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Judicial Council Boardroom
455 Golden Gate Avenue
San Francisco, CA 94102
Phone: 415-865-7530**

**Friday, June 6, 2003
8:30 a.m. to 12:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Discussion	Administrative Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	9:15 – 9:20 a.m.	Airport Shuttle Information	❖ Sign Up for Shuttle(s) to San Francisco and Oakland Airports	Ms. Claudia Ortega, Lead Staff to the Reporting of the Record Task Force
	9:20 – 12:15 p.m.	Differentiation of the Transcript Format – Identification of Common Events	❖ Determination of the Various Common Events Identified in the Record and How They Should Be Identified	Ms. Sharon Maher, Facilitator Ms. Kary Parker, Official Court Reporter and Member of the Reporting of the Record Task

Friday, June 6, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
		<p>Differentiation of the Transcript Format – Identification of Common Events (Continued)</p> <p><i>Attachments (To Be Handed Out at Meeting) –</i></p> <ul style="list-style-type: none"> • Samples from Kary Parker <p><i>Transcript Format Meeting Materials Binder</i></p> <ul style="list-style-type: none"> • Revised Grouping of Physical Transcript Format Specifics (Tab 1-A) • Flip Chart Notes from January 2003 Meeting Regarding Transcript Format (Tab 1-B) • Flip Chart Notes from December 2002 Meeting Regarding Transcript Format (Tab 1-C) • Flip Chart Notes from October 2002 Meeting Regarding Transcript Uniformity (Tab 1-D) • Federal Standards for the Format (Tab 1-E) • Format by the Superior Court of Riverside County (Tab 1-F) • Format by the Superior Court of Los Angeles County (Tab 1-G) • Format by the Superior Court of Orange County (Tab 1-H) • Transcript Excerpt with Varying Fonts, Font Sizes, etc. (Tab 1-I) <p>Break</p>		

Friday, June 6, 2003

Tab	Time	Item	Action Required	Presenter/Facilitator
	12:15 – 12:30 p.m.	Recap of Task Force Accomplishments to Date and Future Course of Action	❖ Discussion	Administrative Presiding Justice James A. Ardaiz
	12:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz